User Manual

Version 12.0

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EMAILCHEMY FOR MAC IS A .DMG FILE DOWNLOAD -- A MAC DISK IMAGE. IF YOU HAVE SAFARI SETUP TO OPEN FILES AFTER DOWNLOAD, THE DISK IMAGE WILL MOUNT AND OPEN AUTOMATICALLY. OTHERWISE, JUST DOUBLE-CLICK THE .DMG FILE. 7

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1 Introduction

Emailchemy® reads emails from the closed, proprietary file formats of the most popular (and many of yesterday's forgotten) email applications and converts them to standard, portable formats that any application can use. Emailchemy also includes an embedded IMAP mail server that allows any IMAP-compatible email application to download your converted mail.

Emailchemy converts proprietary email formats to many popular formats based on RFC-2822 (formerly RFC-822). This is the official Internet/ARPAnet standard for email that has been around since 1973. Most modern email applications are able to directly use or import these standard formats.

Things you can do with Emailchemy:

- Recover / Export email from an old application or file format
- Import email into your new email application
- Convert email to standard formats, for:
  - Entry into a database
  - Long-term archival
  - Forensic analysis (eDiscovery)
- Repair or clean mailbox files
- Condense/split email files and archives
- Make older email Y2K compliant

Note: The screenshots in this user manual were taken on a Mac OS X system. If you are using another operating system, you'll see the same window but it will look more like the style of the other applications on your computer.

1.1 Files that Emailchemy can read

Emailchemy can read all standard common formats:

- EML (.eml files, one message per file)
- mbox (including mboxo, mboxrd, mboxcl mboxcl2)
- maildir (including maildir++ and IMAPdir)

Emailchemy can read files from most email programs found on Windows, Mac or Linux, and it can do this while running on any of these systems. So, if you don't have your old

computer or old email program anymore but you still have the email files, Emailchemy can read them anywhere.

Email app	Windows	Mac	Linux/UNIX	notes
AOL	Yes	No		
Apple Mail		Yes		the Mail app on Mac OSX
Claris Emailer		Yes		
Compuserve Classic ("CIM")	Yes	Yes		aka MacCIM or WinCIM
Entourage		Yes		Database, Cache and Archive files
Eudora	Yes	Yes		
Mozilla	Yes	Yes	Yes	
Mulberry	Yes	Yes	Yes	
Musashi		Yes		
Neoplanet	Yes			
Netscape	Yes	Yes	Yes	
Opera	Yes	Yes	Yes	
Outlook	Yes	Yes		
Outlook Express	Yes	Yes	Yes	
Outspring		Yes		
PowerTalk/AOCE		Yes		
QuickMail Pro/Internet/LAN	Yes	Yes		
Thunderbird	Yes	Yes	Yes	
Windows Live Mail	Yes			
Windows Mail	Yes			
Yahoo! Mail archives	Yes	Yes	Yes	

1.2 Files that Emailchemy can write

The RFC-2822 mailbox, or "Standard mbox File", is the format that most email programs should be able to import. However, there may be times when the other formats could be useful. For example, the Comma-Separated Value File format is widely used for importing data into most relational and single-user database applications. The Folders of RFC-2822 Message Files option separates your mailbox files into separate, human-readable files. This format could be useful for creating journals or batch printing. Emailchemy also provides some variations of the mbox format for easy import into certain mail programs.

Emailchemy currently can write email in these formats:

- MBOX, .mbox, the "standard mbox" format
- EML, .eml files, individual RFC-2822 email files
- Comma-separated value files, .csv files
- Maildir, including maildir++ and IMAPdir
- Apple Mail (Mac OS X Mail)
- Thunderbird
- Entourage Archives (.rge files)
- Emailchemy's IMAP server format

1.3 IMAP Support

Emailchemy can host your converted mail in its own IMAP mail server, providing you with an easy way to import mail into your new email application.

Emailchemy's IMAP has been tested to be compatible with:

- Apple Mail
- Eudora 7 for Windows
- Microsoft Outlook
- Microsoft Entourage
- Microsoft Outlook Express 6
- Thunderbird

1.4 Try Before You Buy

Emailchemy is distributed as "trialware". This means that we allow you to download and try out our software, but some features may be limited or disabled until Emailchemy is purchased and then registered with a valid registration key.

However, the disabled features will not prevent you from determining if Emailchemy can indeed translate your email files. The trial version treats the email data as throwaway data, and if you delete the original files you will lose the information. The trial version also replaces certain mail headers with phrases such as "Please buy me".

Trademark Notice

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2 Installing and Using Emailchemy for the First Time

Emailchemy for Windows and UNIX/Linux is distributed with an installer program. Unzip the Emailchemy .zip file, then run the installer, called Emailchemy-Win-installer.exe or Emailchemy-UNIX-installer.sh and accept the defaults when asked where to put the software.

Emailchemy for Mac is a .dmg file download -- a Mac disk image. If you have Safari setup to open files after download, the disk image will mount and open automatically. Otherwise, just double-click the .dmg file.

System Requirements

- Mac OS X 10.6 or higher
- Windows XP/Vista/7/8, 32bit or 64 bit
- Linux, 32 bit or 64 bit, with Sun Java 1.5 or higher

Emailchemy for Mac and Windows is bundled with its own Java installation.

2.1 Launching Emailchemy

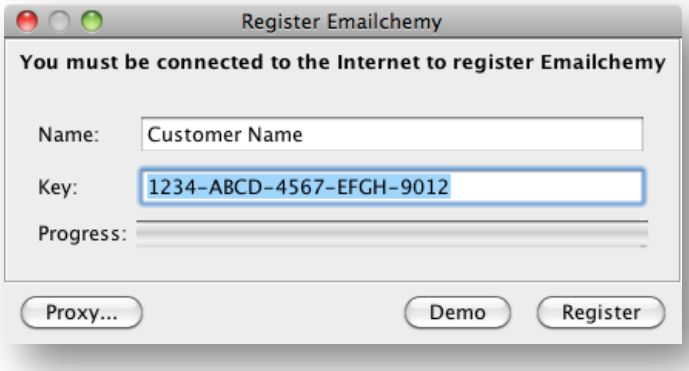
Depending on your operating system, you will double-click the Emailchemy icon, select it from your Start menu, or start it at the command line.

The Emailchemy Application Icon

As Emailchemy starts for the first time, you'll be asked to accept the End User License Agreement (EULA). If you don't accept the agreement, Emailchemy will not run.

2.2 Registering Emailchemy

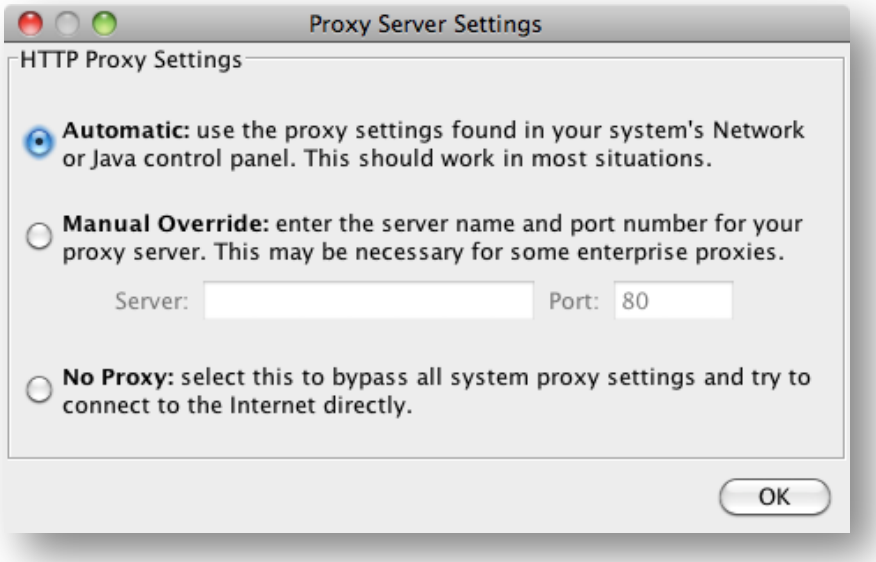
After you purchase a license, you will receive an alphanumeric key in an email from us. You need to unlock Emailchemy with this key. If you bought a Personal Edition license, you need to be connected to the Internet to unlock Emailchemy with your key. To start, select **Register** from Emailchemy's **Help** menu, and you'll see the register window.



Enter the Name and Key *exactly* as found in the email you receive from us; use the copy and paste feature to avoid making typos. Then, click the **Register** button. If you make a mistake entering the registration key, Emailchemy will tell you the key is not valid and ask you to enter it again.

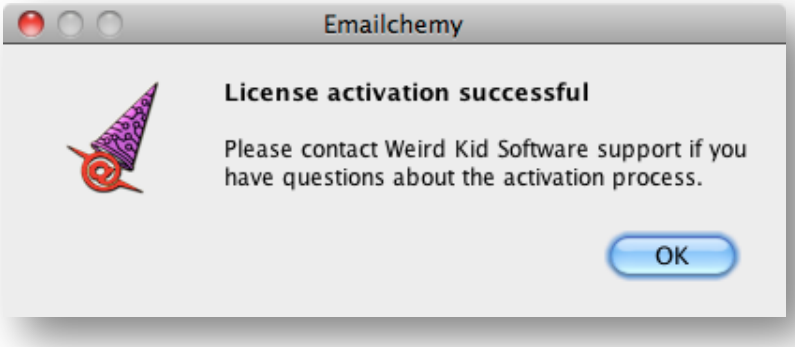
If you do not want to unlock Emailchemy, click the **Demo** button to continue using the Emailchemy Demo.

If you are connected to the Internet behind an HTTP proxy (possible if you are using Emailchemy at work, but not likely if you are using Emailchemy at home), you should verify the proxy settings by clicking the **Proxy** button.


Proxy Server Settings
HTTP Proxy Settings
Automatic: use the proxy settings found in your system's Network or Java control panel. This should work in most situations.
Manual Override: enter the server name and port number for your proxy server. This may be necessary for some enterprise proxies.
Server:
Port: 80
No Proxy: select this to bypass all system proxy settings and try to connect to the Internet directly.
OK

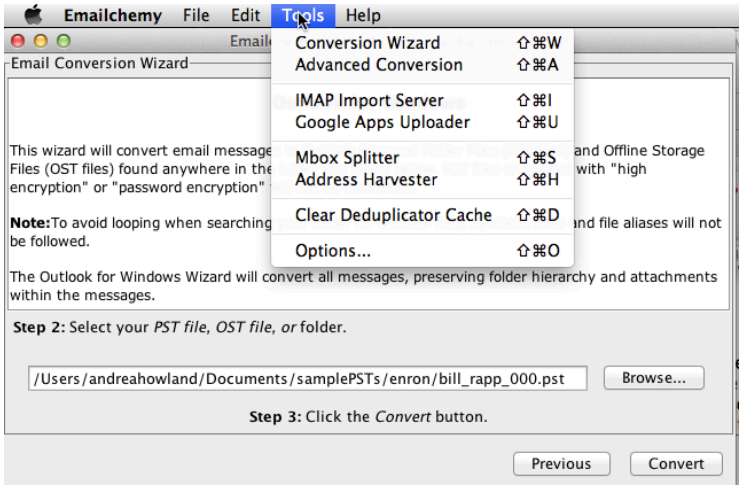
For most situations, the **Automatic** setting will work, but if not, check with your network administrator for the proper settings.

After clicking **Register**, Emailchemy will submit your name, license key, and a unique number that identifies your computer over the Internet to a secure database located at Weird Kid Software. This helps us ensure authenticity of the key.


Emailchemy
License activation successful
Please contact Weird Kid Software support if you have questions about the activation process.
OK

3 Using Emailchemy

Emailchemy has several tools for working with email files. When you start Emailchemy, you will see the Email Conversion Wizard, because that's what most people need to use first. To see the other Emailchemy tools, click the **Tools** menu at the top of the screen. .


Emailchemy File Edit Tools Help
Conversion Wizard ⇧⌘W
Advanced Conversion ⇧⌘A
IMAP Import Server ⇧⌘I
Google Apps Uploader ⇧⌘U
Mbox Splitter ⇧⌘S
Address Harvester ⇧⌘H
Clear Deduplicator Cache ⇧⌘D
Options... ⇧⌘O
Email Conversion Wizard
This wizard will convert email message
Files (OST files) found anywhere in the
encryption" or "password encryption"
Note:To avoid looping when searching
be followed.
and Offline Storage
with "high
nd file aliases will not
The Outlook for Windows Wizard will convert all messages, preserving folder hierarchy and attachments within the messages.
Step 2: Select your PST file, OST file, or folder.
/Users/andreahowland/Documents/samplePSTs/enron/bill_rapp_000.pst
Browse...
Step 3: Click the Convert button.
Previous
Convert

The Emailchemy tools are:

- **Conversion Wizard**: walks you through the conversion process
- **Advanced Conversion**: gives you more control over the conversion
- **IMAP ImportServer**: an IMAP server used for importing email
- **Google Apps Uploader**: upload mbox files to Gmail
- **Mbox Splitter**: split mbox files by date, size, or message count
- **Address Harvester**: find email addresses in mbox files
- **Clear Deduplicator Cache:** Emailchemy will filter out all messages it has seen since it started up. No repeats. You can clear the Deduplicator Cache -- the record of which messages it has converted so far -- by using the "Clear Deduplicator Cache" menu item in the Tools menu. This cache is also cleared when you restart Emailchemy.

3.1 Converting your mail files

Emailchemy provides 3 different tools for converting mail between file formats: the Conversion Wizard, the Advanced Converter, and the IMAP ImportServer.

Before you get started with your conversion, it will help to know the following:

Know where your email files are. If you aren't sure where they are, read the help that Emailchemy provides in the Conversion Wizard tool. In most cases, you only need to know the location of your email application's data folder, and given that, Emailchemy's Conversion Wizard can help locate the files for you. If you are moving your email files to a different operating system, for example from Mac to Windows

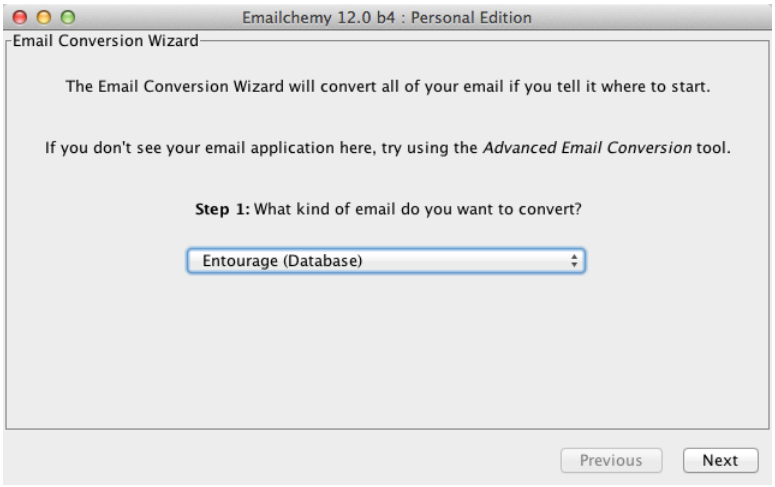
or from Windows to Mac, copy your original files over to the new operating system first and then run Emailchemy there. (An exception to this rule is when converting Eudora files.)

Know what you want to convert your email for. If you are moving it to a new email application, see if Emailchemy can write to that format directly. If not, most email applications can import the standard MBOX format or use Emailchemy's embedded IMAP mail server. If you are converting your email just to have it in a general format for long term archival, choose the EML format. If you are converting email files so that other tools can use them, you'll most likely want to convert to the standard MBOX format.

Never delete your original email files. Put them somewhere safe, like on an external hard drive you use for backups or burn them to a CD or DVD. Emailchemy does not modify your original files while reading them, but if "never delete" is impractical for you, you should keep your original files around at least long enough to validate that Emailchemy converted all your data correctly. Data from the demo version of Emailchemy is "throwaway", so if you converted with the demo and then delete your original files, you will be losing your data.

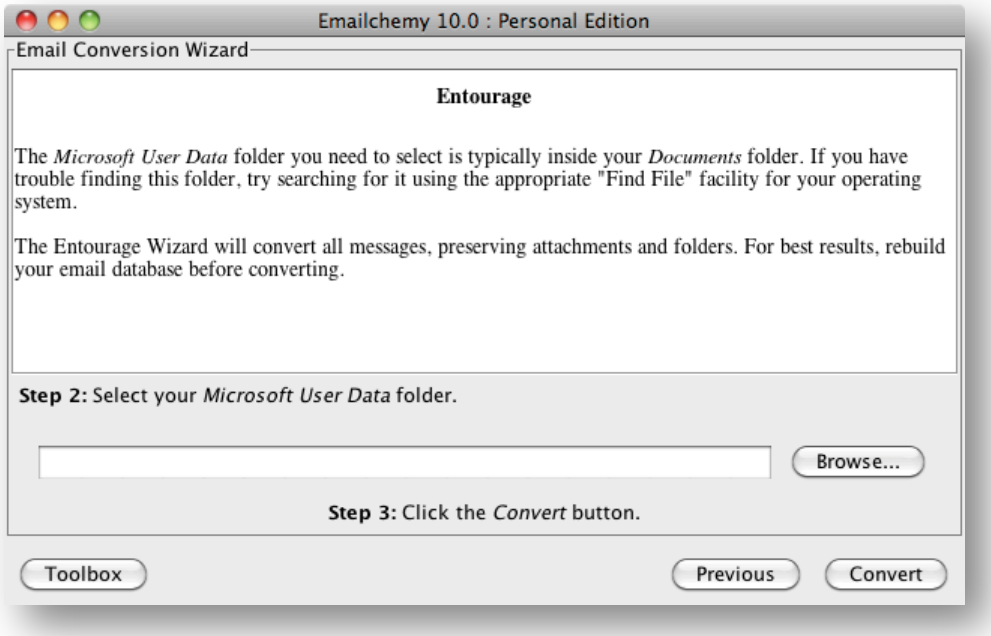
3.1.1 Email Conversion Wizard

The Conversion Wizard works very much like the "Import Wizards" you may have seen in some email programs. However, Emailchemy's wizards will also accept alternative locations as long as the basic structure of your email program's mail folder is left somewhat intact. In general, just do what the Wizard tells you to do:


Emailchemy 12.0 b4 : Personal Edition
Email Conversion Wizard
The Email Conversion Wizard will convert all of your email if you tell it where to start.
If you don't see your email application here, try using the Advanced Email Conversion tool.
Step 1: What kind of email do you want to convert?
Entourage (Database)
Previous
Next

Step 1: Choose the name of the email program you wish to convert from and click **Next**.

Note: If you don't see your email program listed, try using the Advanced Conversion tool.

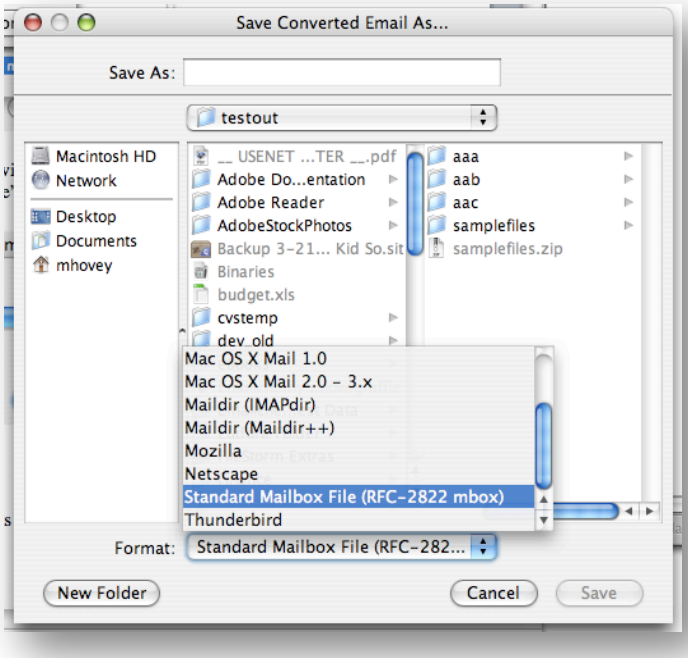

Emailchemy 10.0 : Personal Edition
Email Conversion Wizard
Entourage
The Microsoft User Data folder you need to select is typically inside your Documents folder. If you have trouble finding this folder, try searching for it using the appropriate "Find File" facility for your operating system.
The Entourage Wizard will convert all messages, preserving attachments and folders. For best results, rebuild your email database before converting.
Step 2: Select your Microsoft User Data folder.
Browse...
Step 3: Click the Convert button.
Toolbox
Previous
Convert

Step 2: Read the window for additional instructions or information about the selected converter, then select the files or folder that Emailchemy asks for.

Important: if you select a different file or folder, Emailchemy will tell you that you have not selected what it asked for and that it may not work.

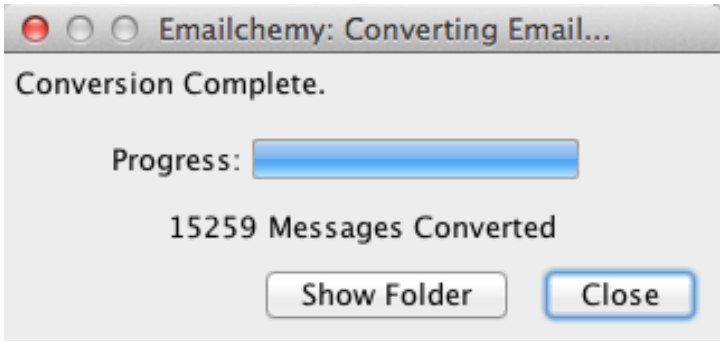
Select the folder or file that the wizard is asking for by clicking the **Browse...** button or by using your mouse to drag the file or folder from your file system browser (Finder on Mac, Explorer on Windows).

Step 3: Click the **Convert** button, choose the destination format and location and click **Save**.



Before you click **Save**, select the output format you want from the list of formats provided (normally at the bottom of the Save window). Then, in the **Save As:** field, give your converted messages a name (for example, "converted"). Finally, click the **Save** button.

After you click the **Save** button, Emailchemy's conversion progress window will appear. This window will tell you what is happening during the conversion.



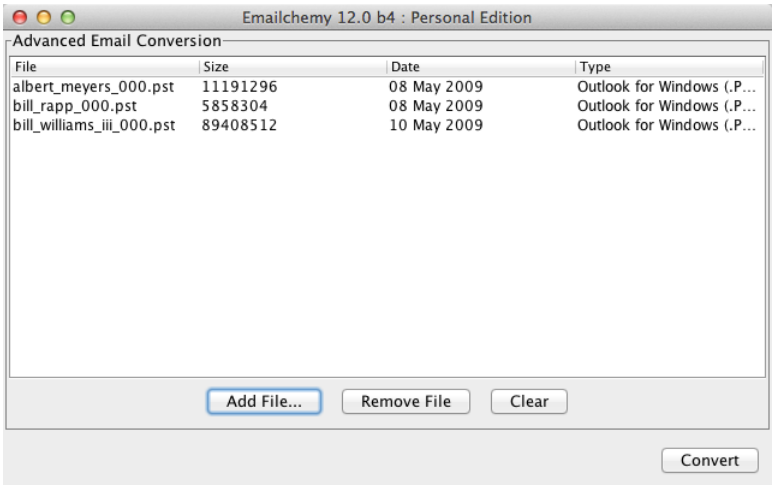
At times if the progress window appears to have stalled, it could mean that Emailchemy is converting a very large message, or that it is scanning a large input file. However, even in extreme cases, if you don't see any progress after 30 minutes, chances are that the conversion has gotten stuck. When this happens, you can click the **Cancel** button to stop the conversion. You can also use the **Cancel** button to stop the conversion at any time for any reason.

When the conversion is complete, the progress window will say "Conversion Complete" and give you the option to "Show Folder" or to "Close."

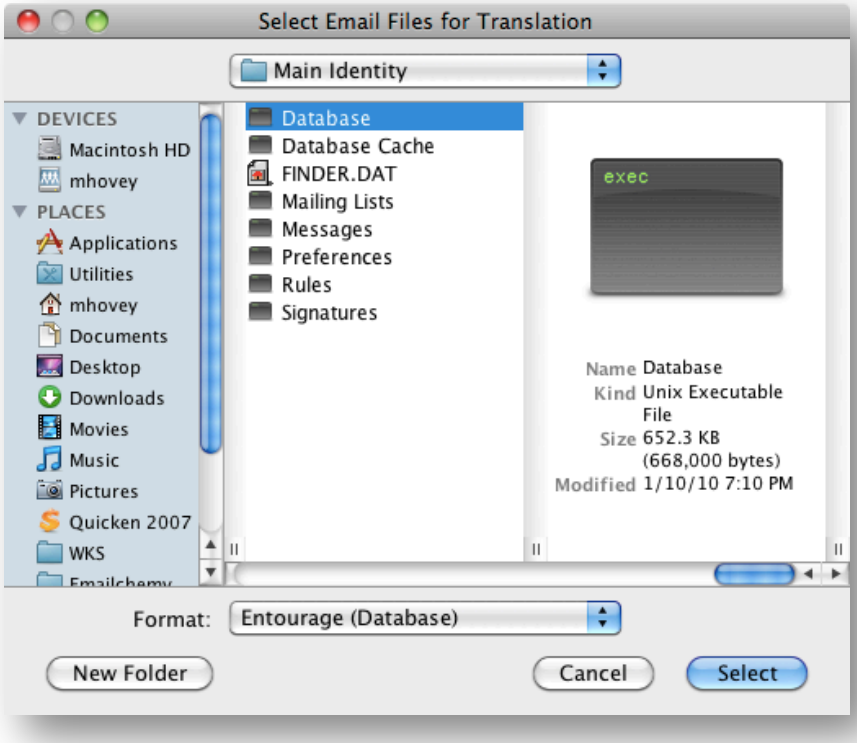
3.1.2 Advanced Conversion

The Advanced Conversion tool gives you more control over the conversion process. You can select any file and identify it as any format, compared to the Conversion Wizard where you have to select a specific file or folder. Converting email using the Advanced Email Conversion tool works like this:

1. Add your old email files to the Email Files list
2. Click the Convert button
3. Select the destination format and destination
4. Click the Save button



To get started, add to the Email Files list the email files that you want to convert. To do this, click the **Add File...** button that is just below the Email Files list. You'll then see a standard "open file" window titled "Select Email Files for Translation".



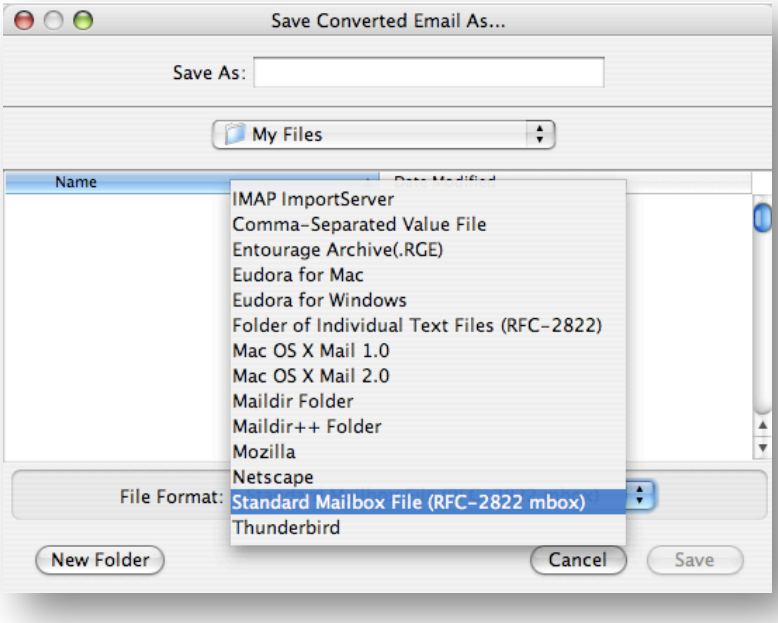
Before selecting or highlighting the individual files, you'll need to specify the format of the file in the **Format** box. Then, select the files in the file browser window and click **Select**. The "Select Email Files for Translation" window will close and you'll see your selections appear in

the Email Files list on the main window. You can repeat this step as many times as you want in order to add more selections to the Email Files list.

Tip: To add multiple files at the same time, use the "select all" convention appropriate to your operating system in the file selection window (i.e. shift-click, ctrl-a, ctrl-click, or option-click).

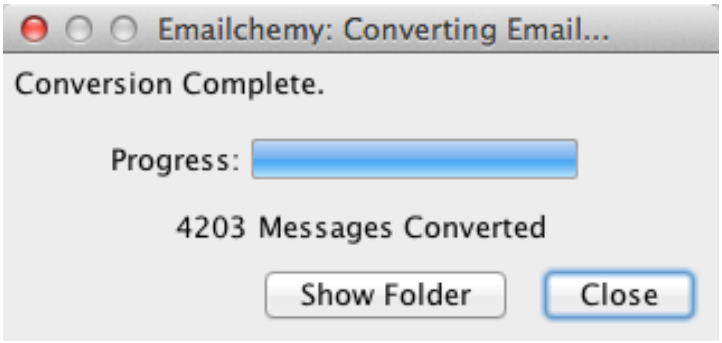
From here, you can remove files from the conversion list, add more, or clear it out completely. Also, you can select **Save...** from the **File** menu to save the list of files that you've selected for conversion. Consequently, you could also open a previously saved conversion list.

Select what you want to convert your old email files to. First, click the **Convert Email** button. You'll see a file dialog pop-up that looks something like this:



Browse to wherever you want to save your converted mail, type in a name for your converted email in the "Name:" field, and then select the output format from the **File Format** drop-down list box.

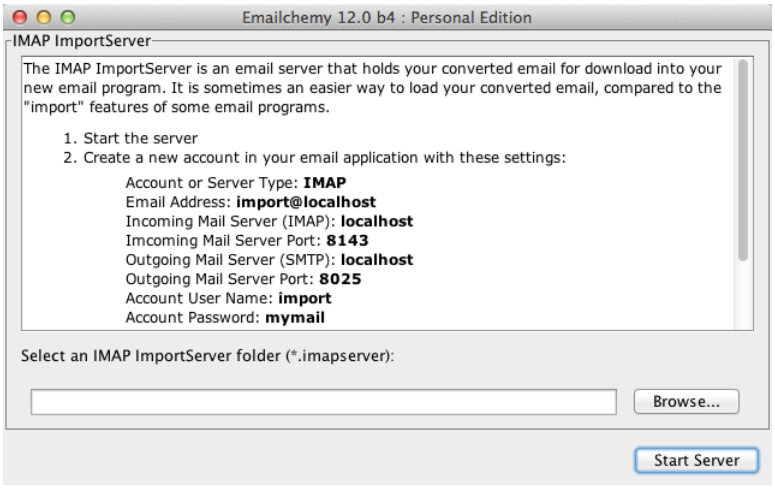
Finally, click the **Save** button. When the conversion process is complete, you will see something like this:



3.1.3 IMAP ImportServer

The IMAP ImportServer is an IMAP email server that you can use for importing converted mail into any email program that supports IMAP (for example, Outlook, Entourage, Mac Mail, and Thunderbird). It is sometimes an easier and more complete way to import your converted email, compared to the "import" features of some email programs. The IMAP ImportServer is particularly helpful when you want to import mail into Outlook or Lotus Notes.

To get started, you must first use Emailchemy's email conversion tools to convert your mail to the IMAP ImportServer format: an .imapserver folder. After doing so, go to the Tools menu and select IMAP ImportServer.


Emailchemy 12.0 b4 : Personal Edition
IMAP ImportServer
The IMAP ImportServer is an email server that holds your converted email for download into your new email program. It is sometimes an easier way to load your converted email, compared to the "import" features of some email programs.
1. Start the server
2. Create a new account in your email application with these settings:
Account or Server Type: IMAP
Email Address: import@localhost
Incoming Mail Server (IMAP): localhost
Imcoming Mail Server Port: 8143
Outgoing Mail Server (SMTP): localhost
Outgoing Mail Server Port: 8025
Account User Name: import
Account Password: mymail
Select an IMAP ImportServer folder (*.imapserver):
Browse...
Start Server

The location of your .imapserver folder should be entered automatically, but if not, click the **Browse...** button to select it. Then, click **Start Server**. If your personal firewall software pops up and asks if it should block Emailchemy or Java, tell it no.

Now you need to configure your email program to connect to an email account on the IMAP ImportServer. The settings for the email account are in the IMAP ImportServer's window. Consult the user documentation for your email program for instructions on how to add an IMAP email account.

In setting up the IMAP ImportServer email account, you may see a warning message from your email program saying that the "localhost" server could not be contacted. You can ignore these warnings until you actually start the IMAP ImportServer and try to check mail for the first time.

In most cases, after configuring the import email account and starting the IMAP ImportServer, all you should have to do is copy or move the folders you see on the new IMAP account to a local folder. If you are unsure how to do this, consult your email program's user documentation or contact your system administrator, but usually this is a "drag and drop" operation.

3.1.3.1 IMAP Compatibility

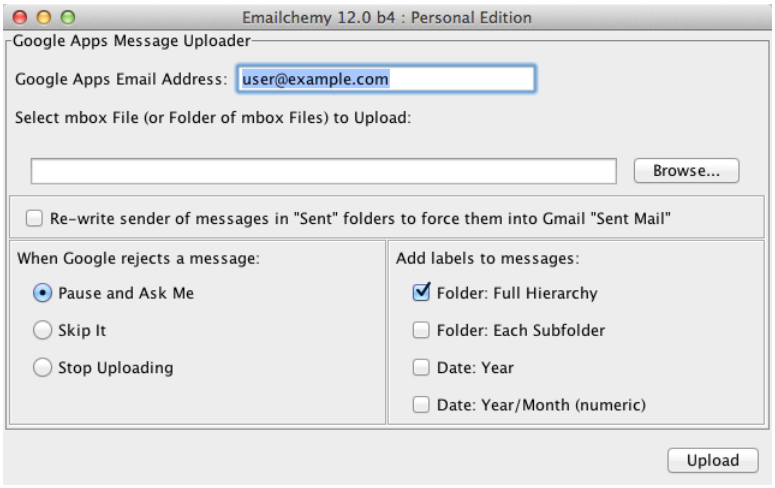
Though the IMAP ImportServer is compatible with the IMAP specifications, it is not a complete IMAP mail server. The IMAP ImportServer only implements the parts of the IMAP specification that are required in order to allow you to connect to it and view and copy your converted email. It is a read-only email server with a single email account. It is not a general-purpose IMAP server and may not work with administrator tools that are made to work with IMAP servers. However, it should be compatible with any IMAP-capable email program. Some have even been able to use it as a means to import email into web-based email services like Yahoo! and Gmail.

3.2 Google Apps Uploader

The Google Apps Uploader uploads email messages to the specified email account hosted by Google. To upload email into Google Apps, you must either be the domain administrator or your domain administrator must have given you permission to upload messages to your email account.

The Google Apps Uploader only works with email in **standard mbox format**. (*Note: Mac Mail folders use the .mbox name extension, but these are not standard mbox files*). If your email is not in standard mbox format, use Emailchemy's conversion tools to convert your email

to standard mbox format before you try to upload anything to Google Apps.


Emailchemy 12.0 b4 : Personal Edition
Google Apps Message Uploader
Google Apps Email Address:
user@example.com
Select mbox File (or Folder of mbox Files) to Upload:
Browse...
Re-write sender of messages in "Sent" folders to force them into Gmail "Sent Mail"
When Google rejects a message:
Pause and Ask Me
Skip It
Stop Uploading
Add labels to messages:
Folder: Full Hierarchy
Folder: Each Subfolder
Date: Year
Date: Year/Month (numeric)
Upload

To upload your email to Google Apps, do the following:

1. In the **Google Apps Email Account** field, enter the email address that you want to upload email into. This must be an email address belonging to a Google Apps email account.

2. In the **Select mbox File (or Folder of mbox Files) to Upload** field, enter the path to a standard mbox file or a folder of standard mbox files by typing it in, dragging it from your file browser, cut and paste, or by clicking the **Browse...** button to locate it and select it.
    a. If you select a file, the Uploader will only upload the contents of that file.
    b. If you select a folder, the Uploader will upload the email contents of every standard mbox file it finds in the folder. Keep in mind that the folder you select should be the top folder of a known set of standard mbox files, for example, the output folder from Emailchemy's conversion tools.

3. **Check the box to Re-write sender of messages if** when moving your old email into Google Apps or Gmail, you want your old "sent" messages to appear as "sent" messages. Gmail only shows messages sent from the Gmail account email, so you have to trick Gmail into thinking you sent them from your Google

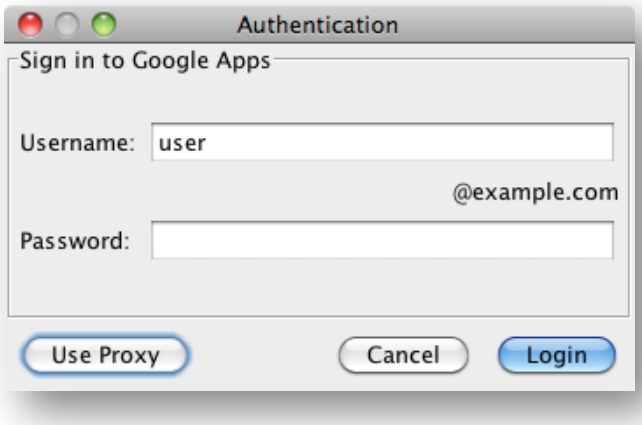
Apps or Gmail account. Emailchemy will change the sender (the "From: ") field of each message that Emailchemy finds in a Sent Items folder while uploading.

4. Under **When Google rejects a message**, tell the Uploader how to handle email messages that Google rejects. Google may reject a message for many reasons including: a network problem, a badly formed message, exceeding the message size limit (Google's current limit is around 32MB), or exceeding Google's message upload speed or bandwidth limits. The Google Apps Uploader will always retry sending a message at least once, but if the upload fails multiple times, the action taken will be based on your selection:
    a. **Pause and Ask Me**: the Uploader will show you the message and ask if you want to Retry, Skip, Always Skip or Stop Uploading
    b. **Skip It**: the Uploader will simply skip the failed message
    c. **Stop Uploading**: the Uploader will stop completely

5. Under **Add labels to messages**, tell the Uploader if you want it to automatically generate Gmail labels for each message. The Uploader will always tag each message with an upload event identifier (i.e. upload-14Sep2007-0143), so you can easily select all uploaded messages with the Gmail interface should you need to move or delete them or something. (This and any other label can be easily deleted at any time without deleting any messages.) Check the box next to the labels you want the Uploader to add to each message:
    a. **Folder: full hierarchy** – the Uploader will tag your messages with the folder path it finds, starting with the top folder that you selected in Step 2. This can be useful if you will be using IMAP to access the email from a desktop application instead of the Gmail interface, since the Gmail interface does not support true folders.
    b. **Folder: Each Subfolder** – the Uploader will pull apart the folder path into individual labels. This is a convenient feature if you find Gmail's implementation of nested folders cumbersome but you still want to preserve the sorted categories the folders originally represented.
    c. **Date: Year** – the year from the message sent date field.

d. **Date: Year/Month (numeric)** – the year and month from the message sent date field. For example, "2007/09" for September 2007.

6. Click the **Upload** button. The Authentication window will pop up if you've filled out all the required information the Uploader has asked for.



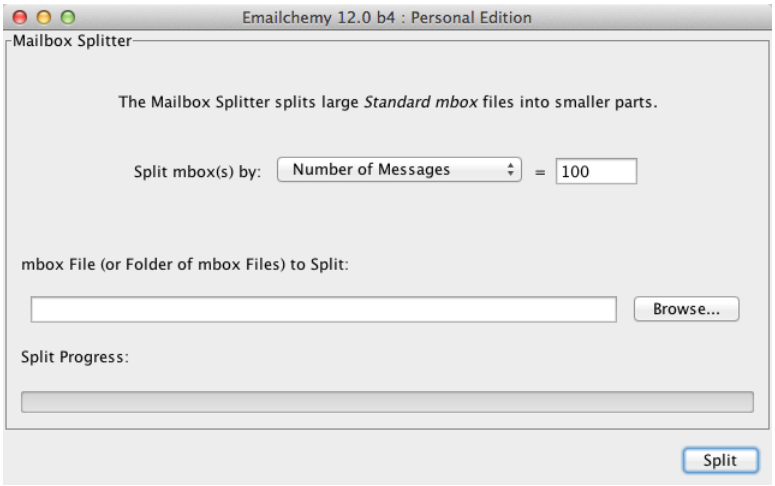
7. Login to your Google Apps account using the Uploader's Authentication window. The Authentication window is laid out to work exactly as if you were logging in using the Google Apps web page, with one exception: the **Use Proxy** button. If you access web sites through a proxy server, you will have to click the **Use Proxy** button and enter the details of your proxy server. If you don't know these, you may be able to get them out of your web browser's connection settings, or just ask your network administrator.

At this point, if your login is successful, the Uploader will start uploading your email messages to your Google Apps account. You can stop the upload process at any time by clicking the **Cancel** button on the progress window.

If you have to stop the upload before it is complete, whether it is because of a network problem, a system crash, or exceeding one of Google's quotas, the next time you click the Upload button or start the Uploader tool, you will be asked if you want to resume the incomplete upload. However, an upload can only be resumed if the files being uploaded have not been modified.

3.3 Mbox Splitter

The Mbox Splitter tool splits Standard mbox files (or folders of Standard mbox files) into smaller Standard mbox files. Note: *Apple Mail stores mail in folders that have a ".mbox" name extension; these are NOT Standard mbox files.* If you have any doubt that the files you are dealing with are Standard mbox files, use Emailchemy to convert your files to Standard mbox format first.



You can tell the Mbox Splitter to split mbox files based on number of messages, file size or date. For example, you could split a large mbox into several smaller mbox files that have a maximum of 1000 messages each or so that each mbox file is no larger than 100 megabytes. You can also split large mbox files into smaller files by month or by year.

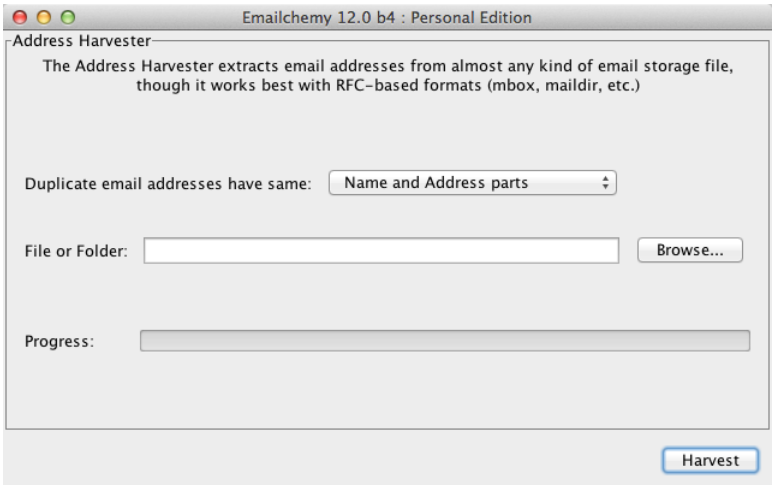
1. Choose how you want to split the mailboxes, by date, size, or count
2. Select the mbox file or folder of mbox files you want to split
3. Click the **Split** button

3.4 Address Harvester

The Address Harvester tool extracts email addresses from email messages, directly from the files where email is stored. (Note: the Address Harvester does not "convert" address book files or contact lists.) The extraction, or "harvesting", works best on standards-based file formats (e.g. mbox, maildir, eml).

The harvested email addresses will be written to a text file, one email address per line in the format specified in RFC-2822. To harvest email

addresses from multiple files, select the enclosing folder rather than a specific file after you click the "Browse" button.


Emailchemy 12.0 b4 : Personal Edition
Address Harvester
The Address Harvester extracts email addresses from almost any kind of email storage file, though it works best with RFC-based formats (mbox, maildir, etc.)
Duplicate email addresses have same:
Name and Address parts
File or Folder:
Browse...
Progress:
Harvest

Address Harvester can determine duplicate email addresses by comparing both the *real name part* and the *address part* of an email address record or just the *address part*. In the example below, "Joe Blow" is the *real name part* and Joe.Blow@somewhere.not is the *address part*.

"Joe Blow" <Joe.Blow@somewhere.not>

"Joe (work e-mail)" <Joe.Blow@somewhere.not>

If comparing the two addresses above when comparing name part AND the address part, the two address are not duplicates. If comparing only the address part, they are duplicates.

4 Emailchemy Preferences and Conversion Options

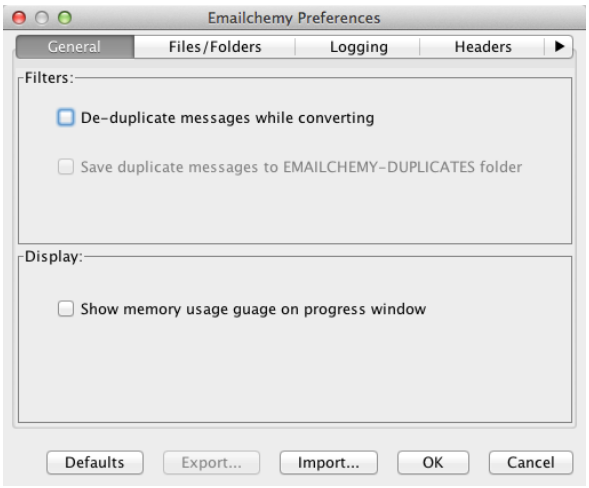
Emailchemy has some configurable settings that you can modify in the Preferences dialog. The Preferences dialog is found in the Edit or Tools menu, and it has a tab for each major category of options. Some settings may be grayed-out, indicating that they are not available with the installed license. Mostly, these are settings that are limited to Emailchemy Forensic Edition.

There are five buttons on the Preferences window:

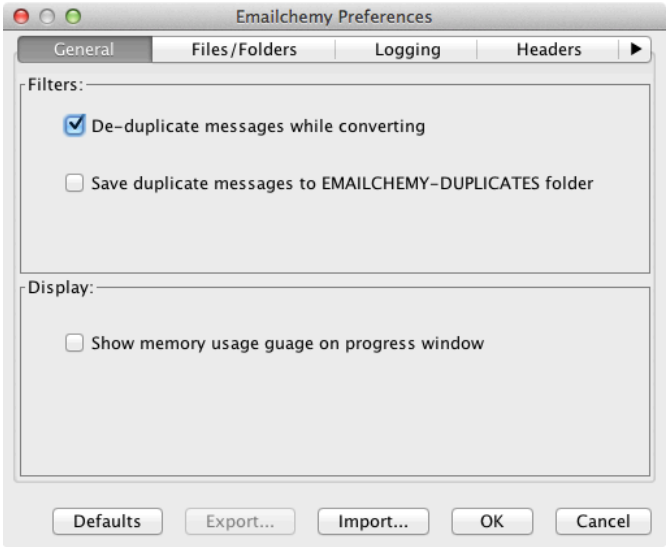
- **Defaults**: reset all settings to recommended defaults
- **Export**: export settings to an Emailchemy settings file (only in Forensic Edition)

- **Import**: import settings from an Emailchemy settings file
- **OK**: save the settings and close the window
- **Cancel**: cancel all changes and close the window

4.1 General



4.1.1 De-duplicate messages while converting



De-duplication will filter out duplicate email messages during the conversion process, and it's really easy to use. All you have to do is just turn on de-duplication in Emailchemy's preferences.

That's really all there is to it, but even though it's simple, it still is quite powerful. Here's a bit more details on its features:

Safe De-duplication

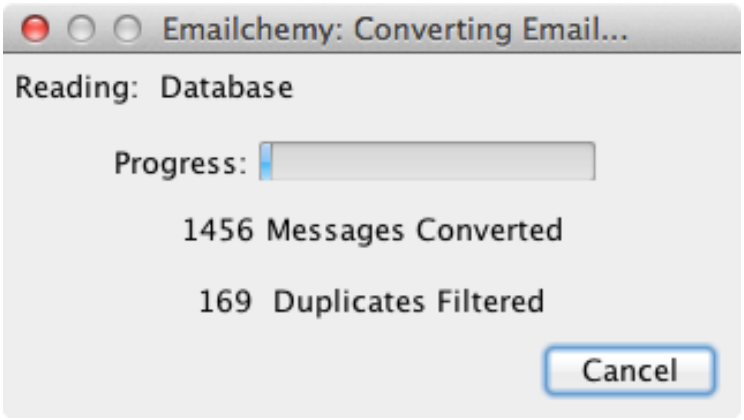
Because we know just how important every last email message is, we built Emailchemy's de-dupe (saying de-duplication every time is too much long) feature to be very, very sure that a message is a duplicate before filtering it out. It's not as simple as checking if the message has the same subject, sender and date. But, because we also understand that even with the best algorithm there will always be edge cases, we added an option to save all the duplicate messages to a separate folder. That way, you can verify the duplicates before deleting them.

You can also see all the messages that were filtered as duplicates in Emailchemy's conversion log.

```
INFO: Message converted: Mon Dec 13 18:15:26 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Mon Dec 13 18:15:26 EST 2004; PROD: Forms user numbers
INFO: Message converted: Tue Dec 14 18:15:27 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Tue Dec 14 18:15:27 EST 2004; PROD: Forms user numbers
INFO: Message converted: Wed Dec 15 18:15:26 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Wed Dec 15 18:15:26 EST 2004; PROD: Forms user numbers
INFO: Message converted: Thu Dec 16 18:15:55 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Thu Dec 16 18:15:55 EST 2004; PROD: Forms user numbers
INFO: Message converted: Fri Dec 17 18:15:09 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Fri Dec 17 18:15:09 EST 2004; PROD: Forms user numbers
INFO: Message converted: Sun Dec 19 23:19:30 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Sun Dec 19 23:19:30 EST 2004; PROD: Forms user numbers
INFO: Message converted: Sun Dec 19 23:19:32 EST 2004; PROD: Forms user numbers
INFO: Message converted: Mon Dec 20 18:15:22 EST 2004; PROD: Forms user numbers
INFO: Duplicate message: Mon Dec 20 18:15:22 EST 2004; PROD: Forms user numbers
INFO: Message converted: Tue Dec 21 18:15:25 EST 2004; PROD: Forms user numbers
INFO: Message converted: Wed Dec 22 18:15:18 EST 2004; PROD: Forms user numbers
```

De-duplication stats

When de-duplication is enabled, Emailchemy's progress window will show you how many duplicate messages it is filtering out.



De-duplicator memory

Emailchemy will even dedupe across files from different email applications. It keeps track of duplicates as long as the application is running in a de-duplicator cache. That is, Emailchemy will check for duplicates of any messages it has seen since you launched it.

This is useful is you are trying to convert and condense messages from more than one email application. For example, let's say you once used Eudora at home and Outlook at work to check a personal email account. Messages from that account would be in files from both Eudora and Outlook. Emailchemy's de-dupe feature will help solve that problem.

Emailchemy's de-duplicator cache will clear itself every time you close Emailchemy, but you can also clear it manually by selecting "Clear De-duplicator Cache" in the Tools menu.

De-dupe without converting

You can remove duplicates from archives of mbox and EML files without doing any conversion of the files if you set the output format of the conversion to be the same as the source format. So, by "converting" from mbox to mbox, you actually would by just removing the duplicates.

4.1.2 Save duplicate messages to EMAILCHEMY – DUPLICATES folder:

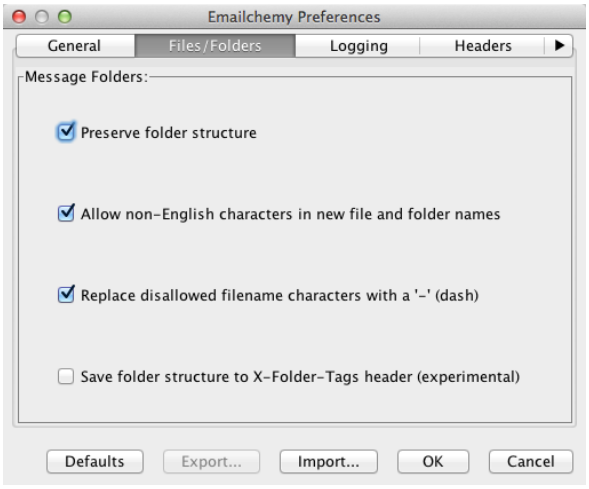
Save duplicates: If you want to de-duplicate, but want to make sure you don't lose anything (the de-dupe is good, but there's a very, very small chance for a false positive), use this to save the dupes to a folder called EMAILCHEMY-DUPLICATES just inside the folder where the duplicate messages were found.
Note: This option is only active if De-duplicate messages while converting *box is checked.*

4.1.3 Show memory usage gauge

When this feature is enabled, the conversion progress bar will display a memory usage gauge. This can be useful for performance tuning or debugging.

4.2 Files/Folders

These options affect how email messages are organized in the converted output.



4.2.1.1 Preserve folder structure

When writing the converted mail to files, organize the files according to the folder structure found in the original files. Turning this off puts all messages in the same mail folder.

4.2.1.2 Allow non-English characters in new file and folder names

Turn this on to allow non-English (non-ASCII) characters in the file and folder names that Emailchemy creates. Most new operating systems can support non-English characters in file names. If turned off, the file or folder name will appear as an ISO-encoded string (will look like random characters) or with non-English characters replaced with "?". If turned on, the file names will be written using international characters if required (using UTF-8). Before turning this on, you should be certain that your system supports UTF-8 file names. Mac OS X, Windows 7, and most modern Linux's do use UTF-8 for encoding filenames.

4.2.1.3 Replace disallowed file names with a '-' dash

If you don't allow non-English characters, then Emailchemy will just filter them out. Choosing this option replaces non-English characters with a dash.

4.2.1.4 Save folder structure to X-Folder-Tags header

This takes the path of the current message folder and converts it to an ordered list of tags or labels. This is convenient if you are moving your mail to a less structured storage model (like Gmail) or to any database where "search" is more important than "sort".

For example, a message stored in this folder: */Personal/1998/Holli*

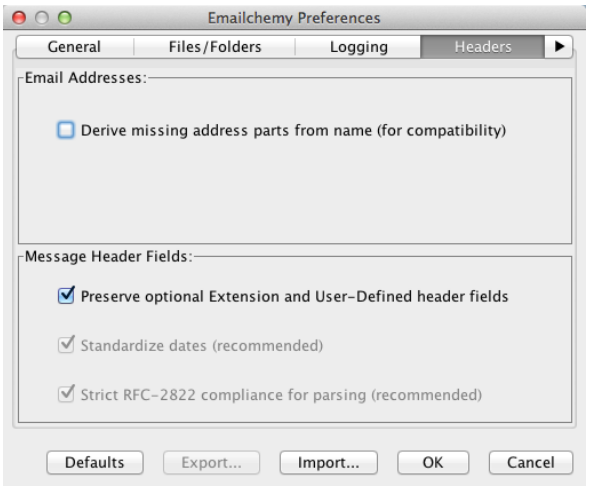
would have this header field added: `X-Folder-Tags: Personal, 1998, Holli`

Likewise, a message stored in this folder: */Work/1998/March*

would have this header field added: `X-Folder-Tags: Work, 1998, March`

Then, you could search for the label "1998" and get both messages, even though they are in different folders.

4.3 Headers



These options affect how Emailchemy handles email addresses found in To, CC, BCC or From header fields.

4.3.1 Derive missing address parts from name

Some messages don't include full email addresses for the sender or for some of the recipients. For example, a recipient may be listed simply as "joe" with no email address. If you try to import this message into Gmail, for example, the recipient will just appear as "unknown". To fix this, turn on this setting and Emailchemy will try to format the name as a fully-compliant email address. In this example, *"joe"* will become *"joe" <joe@unknown>*, and then the name should appear properly in the mail application.

4.3.2 Message Header Fields

These options affect how Emailchemy deals with message header fields.

4.3.2.1 Preserve optional Extension and User Defined header fields

By default, Emailchemy includes non-standard message header fields in the converted output. These fields are defined as *Extension* or *User-Defined* fields in the RFC-822 and RFC-2822 specifications, and are usually only meaningful to the mail program that originally sent or received the mail. The mail program to which you'll be trying to move should ignore these fields. However, if it isn't ignoring these fields, or if you just want to clean out some of the noise in the header, turn this

off and Emailchemy will leave out all extension and user-defined header fields.

4.3.2.2 Standardize dates

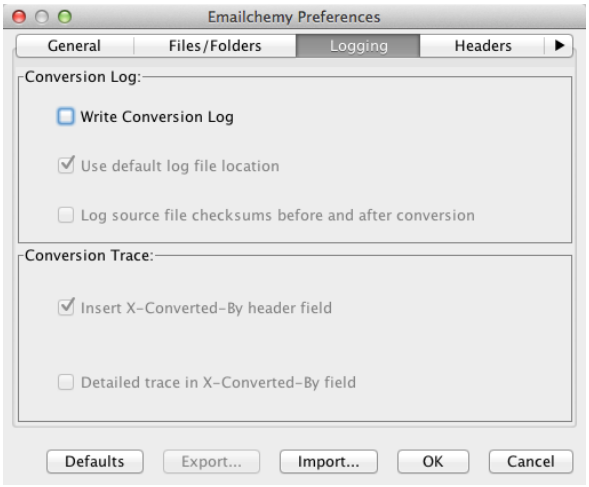
Emailchemy will reformat date fields to be compliant with current standards. For example, it makes dates "Year 2000" or "Y2K" compliant. The date information itself is not modified. However, if for forensic or preservation reasons you need to preserve the raw, original date format, turn this option off. Be advised that turning this option off may cause the converted output from Emailchemy to be incompatible with your email application.

4.3.2.3 Strict RFC-2822 compliance for parsing

When reading message headers, Emailchemy refers to the RFC-2822 specification for determining what each message header means and whether the data being read is indeed an email message. However, some message files written by popular data recovery tools and services may leave corrupt or extraneous data at the head of the message, and turning this option off helps Emailchemy to read them.

4.4 Logging

Emailchemy provides different methods of logging or tracing the conversion process. It can write a log file or it can write trace information directly into each message. Advanced logging features are only available in the Forensic Edition.



4.4.1 Conversion Log

Emailchemy can generate a log file of converted emails as it performs the conversion. By default, the conversion log will be written to the same folder as your conversion output with the same name as your output (but with a .log extension).

In the Personal Edition, a line will be written to the log for each file opened and each message converted. If an error occurs during the conversion of a file or message, the error will also be written to the log.

In the Forensic Edition, the conversion log is in standard syslog format (RFC-5424), for integration with 3rd party log analyzers and forensic tools. Syslog format prepends each log line with the timestamp of the logged event and the host and application that created the log message. For more information, see http://tools.ietf.org/html/rfc5424.

4.4.1.1 Write Conversion Log

Check this box to turn on the conversion logging feature, using the default log file location. By default, the conversion log will be written to the same folder as your conversion output with the same name as your output (but with a .log extension).

4.4.1.2 Use default log file location

Check this box for Emailchemy to use the default log file location, and the conversion log will be written to the same folder as your conversion output with the same name as your output (but with a .log extension). Uncheck this box if you would rather Emailchemy ask you where to put the log file for each conversion.

4.4.1.3 Log source file checksums before and after conversion

If this box is checked, Emailchemy will calculate an MD5 checksum of each file it opens for reading. It will calculate this checksum before the conversion and after, to validate that Emailchemy did not modify the file during the conversion. The checksums will be written to the log, and if there is a difference in the checksums for a particular file, then Emailchemy will enter a *WARN* level log message calling it out.

4.4.2 Conversion Trace

In addition to the log file, Emailchemy has a feature for adding trace information directly into each message it converts. This may be useful for curating or archival of email, because it shows the history of the message content. The Trace information is added to a single header field: *X-Converted-By*. This header field is ignored by email applications and only exists for informational purposes. It does not affect the content of the message in any way.

4.4.2.1 Insert X-Converted-By header field

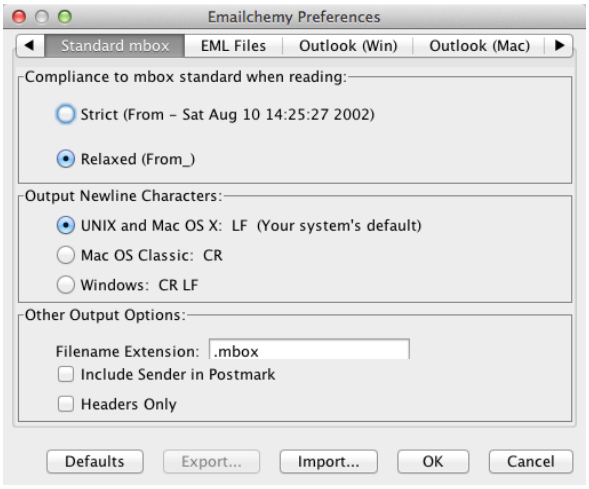
Check this box to insert the Conversion Trace header field, *X-Converted-By*. This field identifies the version of Emailchemy and the license used to perform the conversion.

4.4.2.2 Detailed trace in X-Converted-By field

This feature will add detailed trace headers to each message. The detailed trace includes information about where the message came from (source file and original format) and who converted it (workstation and user names) and when (timestamp).

4.5 Standard mbox

The *Standard mbox* tab has settings that affect how Emailchemy reads and writes messages in the standard mbox format.



4.5.1 Compliance to mbox standard when reading

This setting tells the converter how much to follow the standard rules when looking for new messages. This is defaulted to Strict, but you should set this to Relaxed if Emailchemy is not finding any messages in your mbox files.

In particular, when reading mbox files from Thunderbird that have messages that were imported into Thunderbird, you should make sure this setting is set to "Relaxed".

4.5.2 Output Newline Characters

This tells Emailchemy what to use for the newline character sequence at the end of each line of text. The default setting is the most appropriate for your system, but you may want to change this if you are moving the output file to a different OS or platform.

4.5.3 Other Output Options

These are settings that affect how the mbox file is written.

4.5.3.1 Filename Extension

This tells Emailchemy's Wizard to use a particular filename extension when creating standard mbox files. The extension must not be blank and must start with a dot. The default is ".mbox" and should be suitable for most purposes, but you may want to enter something else like ".mbx" or ".mailbox" for compatibility reasons.

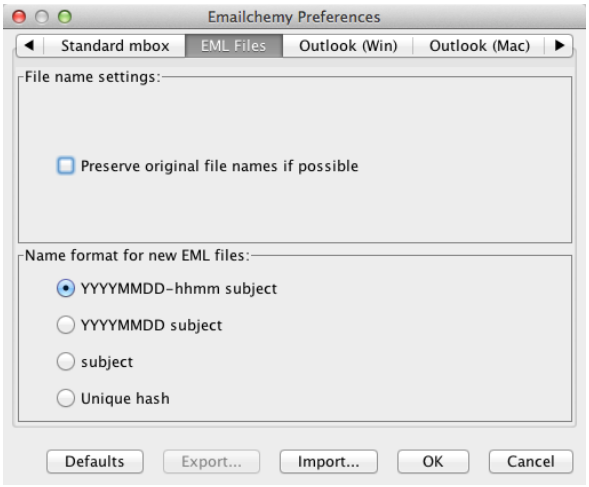
4.5.3.2 Include Sender in Postmark

This tells Emailchemy to write the email address of the message sender in the postmark of every message. The postmark is not the message header, but simply a marker to indicate the start of a new message in the mbox format. Be very careful with this setting, because turning it on may make your converted email unusable by some email programs. This setting is useful for converting mail for importing into Cyrus IMAP servers.

4.6 EML Files

The EML Files tab contains settings that affect how Emailchemy writes EML files. EML is the email format where there is one message per

file, and each message is in the standard RFC-2822 message format. Most email applications can open EML files directly without having to import them.



4.6.1 Preserve original file names if possible

By default, Emailchemy will create a name for each EML file based on the date and subject of the message. But, if the original email format also had each message in its own file, you can choose to keep the original file name by checking this box. This is useful for traceability between original files and the converted files. If the original email format has multiple messages per file (like in a central database or mbox file), then this setting is ignored because it's not possible to keep the original file name.

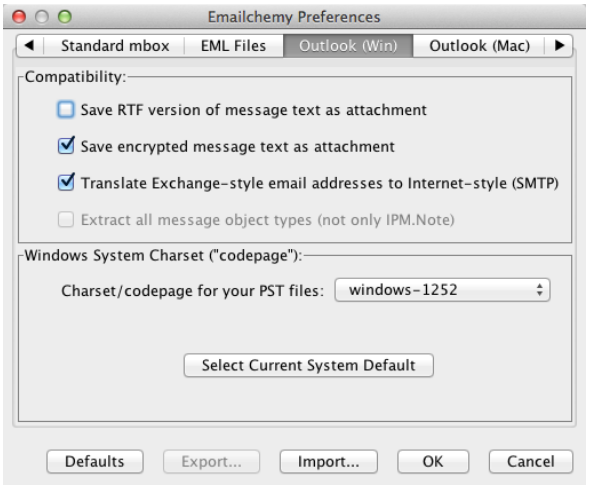
4.6.2 Name format for new EML files

This gives Emailchemy a template for creating the filenames. It is useful to name these files with the date field of the message so that you can sort the messages by date, simply by sorting them by their names, in the file browser.

The **YYYY** is the year, the **MM** is the month, **DD** is the day of the month, **hh** is the hour and **mm** is the minute. If more than one message has the same date and subject, Emailchemy will append a short (4 character) unique ID to the subject.

4.7 Outlook (Win)

The Outlook tab includes settings for changing how Emailchemy processes email data in Outlook PST files.



4.7.1 Save RTF version of message text as attachment

Outlook sometimes stores the text of a message in multiple formats: plain text, HTML, and Rich Text Format (RTF). The RTF version of the text is nearly always redundant, and can be safely ignored. However, if you want to preserve the RTF version "just in case", turn on this setting and the RTF version will be attached as an RTF file.

4.7.2 Save encrypted message text as attachment

Emailchemy cannot decrypt messages that were encrypted with a private key (as with PGP or other PKI plugin). The encrypted texts will be attached to the message as a raw binary file instead. Turning this option off tells Emailchemy to ignore the encrypted message texts.

4.7.3 Translate Exchange-style email addresses to Internet-style (SMTP)

Here is an example of an Exchange-style address:
`/o=Organization/ou=Group/cn=Recipients/cn=Username`

Exchange-style (also known as X.500 format) email addresses are found in Outlook PST files in internal office mail messages. However, these addresses are sometimes not usable by other email programs. Emailchemy always looks for an SMTP email address, but sometimes Outlook does not store one.

If you are having trouble viewing converted messages because of the presence of Exchange-style email addresses, you can turn this option on and Emailchemy will convert the Exchange-style email address to

an Internet-style email address. However, this converted address may not be a real email address.

For example, the above example Exchange-style address would be translated to `Username@Organization`

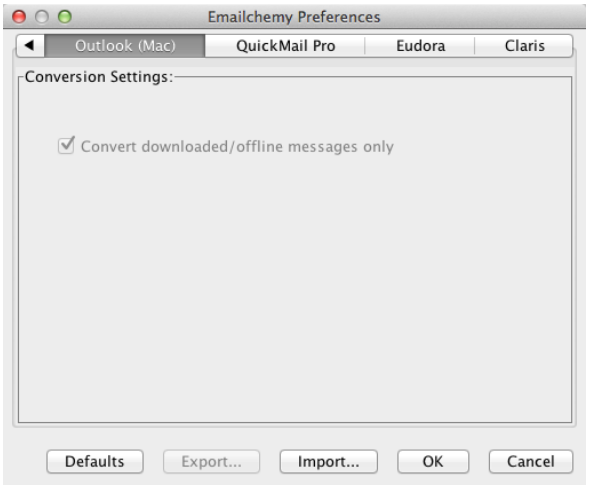
4.7.4 Extract all message object types (not only IPM object subtypes)

This feature is limited to the Forensic and professional editions. Some PST files created by other email extraction tools store messages with the wrong object type. If you are extracting email from a PST file and no messages are extracted, there is a small possibility that turning this feature on will help.

4.7.5 Windows System Charset ("codepage")

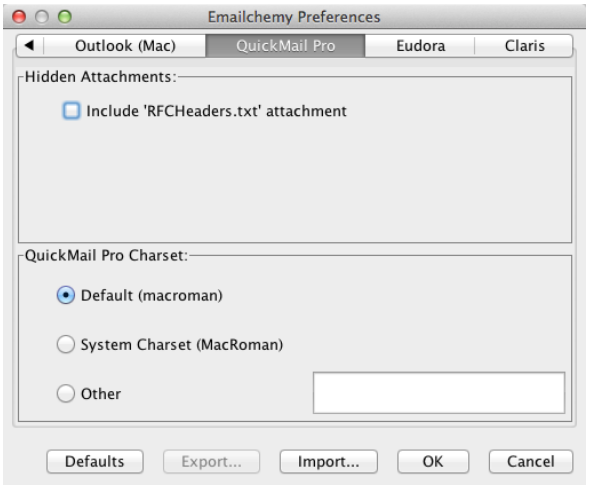
Older Outlook PST files (those used before Outlook 2003) do not store messages using Unicode; instead they use the local system character set (charset). If you are seeing strange characters in the output where you should be seeing diacriticals or international characters, you may need to make sure that this option is set to the charset of the computer where the PST file was created.

4.8 Outlook (Mac)



In some cases, typically with Exchange or IMAP accounts, only the header of a message is downloaded by Outlook unless you read the message. Emailchemy will only convert messages that have been downloaded from the server.

4.9 QuickMail Pro



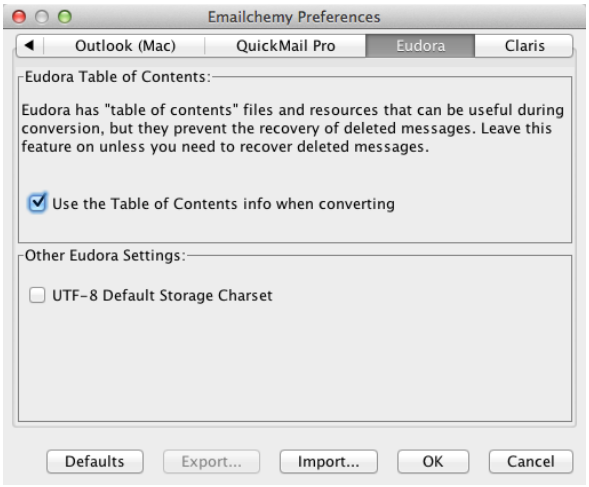
4.9.1 Hidden Attachments

Some versions of QuickMail will, for every file, create an extra attachment containing the original RFC-2822 email headers. These attachments are normally hidden and aren't necessary outside of QuickMail, so we've built the converter to filter them out. If you do want these attachments in your converted output, check the box here that says *Include 'RFCHeaders.txt' attachment*.

4.9.2 QuickMail Pro Charset

This tells the QuickMail Pro reader to assume a particular text character set (often called a MIME charset) in case one isn't given. Stick to the default value unless you really know your way around the different encoding standards.

4.10 Eudora


Emailchemy Preferences
Outlook (Mac)
QuickMail Pro
Eudora
Claris
Eudora Table of Contents:
Eudora has "table of contents" files and resources that can be useful during conversion, but they prevent the recovery of deleted messages. Leave this feature on unless you need to recover deleted messages.
Use the Table of Contents info when converting
Other Eudora Settings:
UTF-8 Default Storage Charset
Defaults
Export...
Import...
OK
Cancel

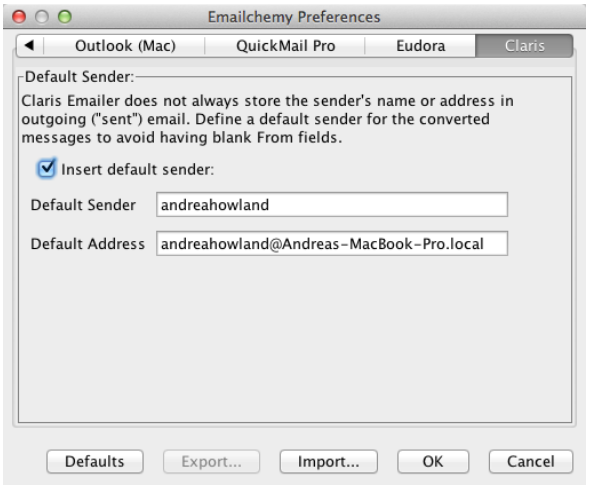
4.10.1 Eudora Table of Contents

Eudora keeps some information about its mailbox files in .toc files (table of contents files) that can be useful during conversion. Referencing the .toc file is not always necessary, but it can be helpful in situations where the .mbx file is corrupted. Using the .toc file will however prevent the recovery of deleted messages that may still be in the .mbx file. We recommend leaving this option on unless you need to recover deleted messages.

4.10.2 Other Eudora Settings

Eudora typically uses the English system default character set for writing the messages to disk, but some non-English installations of Eudora have 3rd-party plugins that change this character set to UTF-8 so that non-English characters are allowed. If your installation of Eudora uses one of these plugins, you will need to check the box enabling the *UTF-8 Default Storage Charset* option.

4.11 Claris



4.11.1 Default Sender

Claris Emailer 1.x does not always store the sender's name or address in outgoing (sent) email. To avoid having email with no "From" header fields, ask Emailchemy to insert a name and address you define as the sender of all the messages.

5 Importing Converted Mail

Every email program has its own way of importing email. In general, there are three methods for importing converted mail into a new email application:

- Convert to the format your new email application knows how to import. Emailchemy provides application-specific output formats for Entourage, Apple Mail, and Thunderbird.
- Convert to the IMAP ImportServer format, and then use the IMAP ImportServer tool. This is the most effective method for importing converted mail into Outlook or Outlook Express.
- Convert to the Standard mbox format, and then use the import feature of your new email application.

5.1 Importing into Outlook for Windows or Outlook Express

Emailchemy does not directly write pst files, but by using the IMAP ImportServer format and then the IMAP ImportServer tool you can successfully import your email into Outlook. Refer to the ImportServer instructions in this manual and check out our online FAQ for a video

walkthrough of this process:
http://www.weirdkid.com/blog/2009/02/08/video-walkthrough-for-importing-email-into-outlook/

Here are walk-through instructions on how to import email into Outlook for Windows.

5.1.1 Step 1: Convert your mail to the IMAP ImportServer format

1. Do this on the computer you are moving to, or at least the same kind of computer (Windows)
2. Copy your email from your old computer to the new computer
3. Run Emailchemy, use the "Conversion Wizard" tool (you'll be in it after Emailchemy starts)
4. Select the source format, click Next
5. Select your old email files, click Convert
6. Select the IMAP importserver format from the drop-down list
7. Enter a name, like "convertedmail"

5.1.2 Step 2: Start the IMAP ImportServer

1. In Emailchemy, select Tools from the menu
2. Select IMAP ImportServer
3. Select the "convertedmail.imapserver" folder — it should already be in the file box.
4. Click the "Start Server" button

5.1.3 Step 3: Connect Outlook to the IMAP server

1. Launch Outlook, using the menu, select Tools –> Account Settings…
2. Click New to create a new account
3. Choose Microsoft Exchange, POP3, IMAP or HTTP, then click Next
4. At the bottom of the next window, check "Manually configure server settings…" and click Next
5. Select Internet E-mail and click Next
6. Enter the following:
    - Your Name: **import**
    - E-mail Address: **import@localhost**
    - Account Type: **IMAP**
    - Incoming mail server: **localhost**
    - Outgoing mail server: **localhost**
    - User Name: **import**
    - Password: **mymail**

7. Click "More Settings…", click the Advanced tab, and enter:
    - Incoming server (IMAP): **8143**
8. Click OK, then Next, then Finish, then Close (to close the Account Settings window)

[Note: at this point you should be able to browse your mail on the server. If you do not see your mail folders inside the mail account folder in Outlooks navigation pane, then you can right-click on the account name (import@localhost) and select "Update Folder List"]

5.1.4 Step 4: Force Outlook to download the mail

1. In Outlook, click on a folder in the new account folder, any folder
2. Using the main menu, select Tools –> Send/Receive –> Send/Receive Settings –> Define Send/Receive Groups
3. Select All Accounts, then click the Edit button
4. Select the option: "Download complete items including attachments…"
    - Optional: uncheck "Send mail items" (turn this back on after done importing)
5. Click OK, then Close
6. Click Send/Receive in the toolbar

[Note: this part can take some time while Outlook is downloading all the email from the server.]

When complete, your mail will be in the PST file found by right-clicking on the account folder, select Properties, then click "Advanced…". From this point you can copy your mail to an existing PST file or a new one.

5.1.5 Step 5 Option A: Copy the mail to an existing local PST file

1. Right-click on the server folder you want to copy — all subfolders will be copied automatically
2. Select "Copy (name of folder you selected)…"
3. A window will popup and ask you to select the folder to copy the server folder to, or you can create a new folder
4. Click OK

5.1.6 Step 5 Option B: Copy the mail to a new PST file:

1. Select the server folder you want to copy
2. Using the main menu, select File –> Import and Export…
3. Select "Export to a file", click Next

4. Select “Personal Folder File (.pst)”, click Next
5. Double check you have the right folder selected, then click “Include subfolders”
6. Select where to save the new PST file and what to call it, then click Finish

At this point you can then open the PST file you just created with File –> Open –> Outlook Data File

5.2 Importing into Thunderbird

Avoid using the Import feature when importing into Thunderbird. Instead you’ll copy your Emailchemy files into the profiles folder. Here’s what to do.

1. Convert your email to the Thunderbird Folder format (page 12).
2. Locate the appropriate Mail folder in which to place your converted mail. This folder seems to be in a different spot for each operating system, so just look for folders with names ending with ".slt".

    - For Mac OS X users, this directory will be in your Home directory at ~/Library/Thunderbird/Profiles.
    - Linux/UNIX users will most likely find this folder in their home ~/.Thunderbird directory.
    - Windows users will have to do a filename search. If you have more than one result, pick the one that's inside a directory named after your user ID.

3. Once inside the ".slt" directory, open the Mail directory and then the "Local Folders" directory. Copy your converted mail here and then restart Thunderbird. **Important**: If you used the Conversion Wizard, make sure you copy both output files (the folder and the empty file of the same name) to Thunderbird.
4. After Thunderbird restarts, open the Mail application and you should see your converted mailbox in the folder list. If you click on that mailbox, you'll only need to wait a minute while Netscape creates an index for the new mailbox.

5.3 Importing into Eudora

Convert to Standard mbox format and then use the IMAP ImportServer or the ImportServer POP3 Edition stand-alone product to import your email into Eudora.

To set the port number for the IMAP ImportServer email account in Eudora, enter the IMAP server name like this: localhost:8143

However, if you are in a hurry and don't care about attachments or special text characters, you can convert to Standard mbox format and copy the output into your Eudora mail folder.

5.4 Importing into Apple Mail

The IMAP ImportServer (included with Emailchemy) is a great way to move converted mail into Apple Mail. It is the best way to ensure that all the status flags of your messages remain intact.

Otherwise, you can use Mail's import feature. First, convert your email to the Apple Mail 1.0 format (page 12). Then use Mail's built-in import feature to import the converted files. Mail's import wizard is a bit quirky in that it will only search 2 folder levels down before giving up if it does not find an .mbox folder. So, if it says something like "no mailboxes found for import", try again but select the folder just above the first .mbox folder. The import should be quick, but it may take Mail a few minutes to update its internal indexes.

5.5 Importing into Entourage and Outlook 2011 for Mac

The IMAP ImportServer (included with Emailchemy) is a great way to move converted mail into Apple Mail. It is the best way to ensure that all the status flags of your messages remain intact.

Otherwise, convert your email to the Entourage Archive (.rge) format, then use the Entourage import feature to import an Entourage archive (page 12).

5.5.1 Moving from Outlook for Windows to Outlook 2011 for Mac

You will want to perform the actual conversion on the Mac, not the PC.

1. In Emailchemy select Step 1 select Outlook (.pst) as the type of files you want to convert.
2. In Step 2 select the files.
3. In Step 3 click on "Convert" in the bottom left hand corner of the window.
4. A window will pop up labled "Save Converted Email As. . . "

5. Label the file (for example, convertedmail) and save it to a place you can find it easily.
6. In "Format" select "Entourage Archive (.RGE)
7. Click "Convert"
8. A window will pop up showing you the conversion process
9. Once the conversion process has finished you can close out of Emailchemy
10. Open Outlook 2011, select File, and in the drop down menu select "Import"
11. A window will pop-up to walk you through the process
12. Select "Entourage Information from an archive or earlier version
13. In the next window select "Entourage Archive"
14. A window will pop-up for you to select the files you want to convert.
15. Select the files.
16. The files should import into Outlook 2011, preserving folder hierarchy. On the Mac, convert the files to Entourage Archive (.rge)
17. Import into Outlook 2011 using Outlook's Import function.

5.5.2 Importing from Apple Mail into Outlook 2011

The easiest way to import Apple Mail into Outlook 2011 is to convert the email format to Entourage Archive (.rge) format, and then use the Import function of Outlook 2011 (go to "File" and select "Import" from the drop-down menu).

1. Open Emailchemy and in Step 1 select "Apple Mail" from the drop-down menu. You may need to scroll up in the drop-down menu.
2. In Step 2 Emailchemy will open up a window with directions on how to find the file. Specifically it says:

> "The *Mail* folder you need to select is */Users/YOU/Library/Mail*, where "YOU" is your username. Local messages and your IMAP cache will be converted, but we still recommend you copy your IMAP messages down to local folders prior to conversion.
>
> The Apple Mail Wizard will convert all local messages, preserve attachments within the messages, and maintain your folder organization."

Do not go further than the "Library" files; i.e., do not select V2, just select "Mail."

3. Once you have selected the files click on the "Convert" button (Step 3).
4. The next Emailchemy window will prompt you to "Save As" the files you want to convert. Name them and save them in a location that will be easy for you to locate.
5. Select "Entourage Archive (.RGE)" as the type of file you want to convert.
6. Click "Save."
7. A pop-up window will open displaying the conversion process.
8. When the conversion is finished you can close out of Emailchemy.
9. Open Outlook 2011, select "File" and in the drop-down menu select "Import."
10. A pop-up window will open up in Outlook 2011, titled "Begin Import" and asking you what type of files you want to import.
11. Click on "Entourage information from an archive or earlier version" and click on the arrow in the lower right-hand corner, per Outlook 2011's instructions.
12. In the second window titled "Choose an Application," select "Entourage archive (.rge)" and click the arrow in the lower right-hand corner.
13. A window will pop-up titled "Import" that says "Choose the Entourage archive you want to import."
14. Click on "Import" in the lower right-hand corner.
15. Outlook 2011 will import your email files, preserving file hierarchy.

5.6 Importing into other applications

The recommended way to import into any other email application is to use either the IMAP ImportServer or the ImportServer POP3 Edition. However, you should always try using the import feature of the email application you are moving to.

If you're not importing into any of the above-mentioned email applications, try one of the following generic techniques using Standard mbox files:

- Simply copy the converted Standard mbox file to the directory where the other mailbox files are. You may need to make sure your filename extension is something like "mbx" or "mbox", or if

you are moving email to a Macintosh, you may need to also adjust the file type/creator codes of the output file using a tool like FileBuddy, FileTyper, or ResEdit.

- Most email programs have an import feature that you can access from the File menu. When asked what type of mailbox file to import, select "standard", “mbox” or "UNIX".

5.7 Using maildir output formats

Maildir and Maildir++ formats use hidden files and folders, so it's likely you will not see your output in your file browsing tool. You’ll have to either change your file browser’s settings to show hidden files or use the command line.

5.8 Using the CSV output format

The order of the fields in the CSV format:

1. sent date
2. received date
3. subject
4. sender
5. recipients (to, cc, and bcc)
6. rfc2822 header
7. message body

6 Troubleshooting Emailchemy

Here are some common tips that should help with the most common problems that have been reported by users of Emailchemy.

- Read the online Emailchemy Frequently Asked Questions (FAQ): http://www.weirdkid.com/blog/category/emailchemy-faq/
- Make sure you have the correct version of Java installed, as identified in the System Requirements.
- When moving email across platforms (i.e. Windows to Mac), we recommend you perform the conversion on the target platform. If that's not possible, then make sure to set the proper newline sequence option in the Preferences dialog. Otherwise, your mail may not be recognized properly after moving it.
- If the converter completes and says "0 Emails Converted":
    - try setting the "mbox compliance" option to "relaxed". This is often necessary when dealing with Netscape email.
    - double check that you've selected the correct email format for the file you are trying to convert
- Make sure you are selecting the correct Email format in the Select Emails to Convert dialog. Emailchemy isn't smart enough to determine formats automatically, and if you tell it the wrong format, Emailchemy likely won't work. In most cases, Emailchemy will just skip the file, but in some cases Emailchemy may seem to "stall" or take an exceedingly long time to convert the file. When this happens, simply close the conversion progress window.

- Make sure you are selecting a file when Emailchemy is asking for a file and a folder when Emailchemy is asking for a folder. In most cases, the file selection windows will try to help you with this by only letting you select one or the other. So, if you are finding you cannot select a file because it appears "grayed out", double check that you are being asked to select a file. The file selection dialogs will usually say "Select a File…" or "Select a Folder…".

- In some cases, if your email files are corrupt, Emailchemy may not know what to do with them -- causing Emailchemy to stall or ignore the file completely. Use the Conversion Log feature to help identify which email message is corrupt. Sometimes you only need to remove the corrupt email to solve the problem.

Please feel free to contact us to answer any questions or for a quick tip here or there.

7 Purchasing Emailchemy

Once you are satisfied with the Emailchemy demo version, you can purchase a fully functional and registered copy of Emailchemy. The details of how to do so are on the Weird Kid Software web site: http://www.weirdkid.com.

7.1 Registering your copy of Emailchemy

Once you've purchased an Emailchemy license, you will be sent a registration key to unlock the full version of Emailchemy. You will need to enter the registration key into the "Register Emailchemy" dialog. Look for "Register Emailchemy" in Emailchemy's "Help" menu. IMPORTANT: Keep this key in a safe place! You may need to re-enter it after upgrading to subsequent releases of the product.

Thank you for trying Emailchemy!